

ART 408 / Internship

Rules and regulations

Instructor: Bill Deering, Coordinator
Email: bdeering @udel.edu
Phone: 302.528.8528
Studio / office: Recitation Hall / Raven Press

Procedures and Eligibility / ART 408

Internship is a professional experience in the student's area of concentration in the Department of Art + Design. Visual Communications (advertising, editorial and graphic design, photography, illustration or new media. Fine Art, (painting, printmaking, photography, Clay (ceramics), Sculpture, new media (film/video), photography.). It is an environment where a student interacts with professionals in a creative working environment. An internship requires 120-150 hours in one of the above studios or related company approved by the Department of Art internship coordinator Bill Deering and the student's major professor. During regular semesters the normal requirement is twelve hours per week for thirteen weeks, and during short sessions, 30 hours per week for five weeks.

Assuming the application requirements are satisfied, the student will receive three-semester hours credit per internship ART 408. The Internship may be repeated a second time for credit (six hours total), but typically not at the same place, (there are exceptions).

An internship holds the same responsibilities as full-time employment. A student should participate in an internship only if the student is satisfied that they can allocate the required time and is confident their effort will be a committed one. It is important that the student remember that, as an intern, they are a representative of the Department of Art + Design, Fine Art and Visual Communications programs and the University of Delaware. They are responsible for initiating or continuing any positive relationship that exists between the sponsoring company and the University and for strengthening the company's opinion of the internship experience.

University credit is seldom, if ever, granted after the fact for an internship experience obtained without having followed the application procedure. Not following the stated guidelines will result in a reduced grade or no credit for the internship.

Eligibility

The Internship coordinator and the primary faculty member evaluate each applicant and an accompanying eight-piece portfolio for internship eligibility. This must be accomplished early given the deadlines for applying. October 15th for winter session and spring, April 15th for the summer and fall.

The student should have an adequate work ethic, a clear enthusiasm for the field, a mature set of experiences (both creative and technical), and the ability to produce effective and creative work. It is possible that an application for a middle of third / end-of-third-year summer or middle-of-fourth-year winter internship would be approved if the student fully fills all the requirements and requiring that the student has the additional semester's experience to attain an adequate evaluation depending on where they are applying. All Department of Art + Design students should have goals directed toward elite and well-recognized organizations or working with the best of our graduates can expect to be evaluated against a higher-criteria.

Students are eligible who have third / fourth-year standing in the Department of Art + Design and has maintained and a 3.0 GPA (based on the "plus/minus" grading system for the required the Department of Art + Design courses and taken during the preceding spring and fall semesters). Special problems courses and other internships do not count when calculating the GPA. Freshman / foundations and or 2nd year students are not eligible to apply to ART 408 Internship until their junior year.

Procedure and sequence of events for receiving university credit

Everyone applying for an internship must write a formal letter of intent on paper and submit an eight-piece mini-portfolio of past work to Bill Deering, Department of Art + Design internship coordinator. A copy of the letter of intent should also be given to the student's major professor for third-fourth-year applicants who know the discipline they are going into. The letter of intent should describe your plans for an internship, what you expect to accomplish and justifications for choosing that type of company (gallery, artist, advertising, design editorial studio, photography, new media, film, illustration etc). Application to Art 408 should be received by March 15th for summer/fall and September 15th for winter/spring semesters. While this is not a "cut off" date the longer you wait the less professional you will look and that will reduce your chances of being accepted.

The applicant must submit the formal letter of intent and portfolio, and have received approval from the internship coordinator or major professor prior to contacting any prospective organization.

You **MUST** show a portfolio when applying for any internship. Any internship, which does not require a portfolio, is violating almost everything we are striving for in the Department. You should be suspect of any place, which doesn't strongly value the quality of your work and of everyone else's, that works there. Upon acceptance into an internship you are to state in writing to the internship coordinator that you received an internship, company, location and all information.

During your internship you must keep and maintain a personal blog at the end of your internship experience, you are to supply the internship coordinator with documentation in the form of a blog /web site and a letter of recommendation. See the section titled [Documenting your internship experience](#)

Negotiating your internship experience

The application procedure and approval schedules vary widely with different organizations. The student should have a thorough understanding of what the targeted company's work requirements are. The student should bargain early for the best involvement and interaction with the company's creative personnel. The University of Delaware supports AIGA / Philadelphia Paid Internship Pledge.

<http://philadelphia.aiga.org/unpaid-internship-pledge/>

Documenting your internship

During your internship it is expected that a critical dialogue will occur between the student and their direct supervisors, which would provide specific information that makes the student a more useful member of the Art + Design Art industry after graduation.

The student must have completed and maintained a detailed weekly blog of your activities, (the blog must be a stand-alone blog, not attached to your website), and must outline the internship experience. The blog should include a thorough assessment of the experience gained along with photography that must include at least 4 photographs of the space, a link to more detailed blog, outlined below, links to the company website and a link to your website. Not following these guidelines for documentation will result in not receiving credit for the internship

The following must be accomplished for University credit

An internship (ART 408) requires 120-150 hours or greater

A PDF BLOG, self standing, 3 times a week

Two samples of work included in your application portfolio

Images of the space and co-workers in which you worked

Images of some creative work you worked on specifically if possible

The text must include at least the following:

The name and city of the place

Dates of the internship

Names and titles of important people to your story

A description of the place (clients, history, etc.)

Captions for the photography

The participants and the company web site

A letter of recommendation at the end

The Safety of Our Learning Environment

Student learning can only occur when students and their instructors feel safe, respected, and supported by each other. On the first in-person class session of the semester you will select your seat/desk. This will become your assigned seat for the entire semester. To ensure that our learning environment is as safe as possible, and in keeping with CDC guidelines to slow the transmission of COVID-19, our in-person class sessions will adhere to the practice of physical distancing. This means that you:

- Should avoid congregating in groups outside of the classroom before and after class
- Return to the assigned seat for the entirety of the semester
- Upon entering the classroom, wipe down your seat and desk area
- May not move your chairs/desks from their designated positions at any time
- Must remain at least 6 feet apart from your classmates, Teaching Assistants, and instructors at all times
- Must wear a cloth mask that covers your nose and mouth
- As necessary, the University may announce modifications to these practices. In that event, these guidelines will be updated to reflect those modifications.

Attendance and Grading Guidelines

Your attendance in this class is mandatory, (See University Guidelines), only an excused absence (in writing) is acceptable. Religious holidays, illness (doctors note) and personal family problems or situations are understandable and noted as an acceptable excuse. You will be required to present acceptable documentation for missing a class. Two unexcused absences are allowed, after your second unexcused absence, grades will be lowered half a letter grade for each absence from your final grade. Three unexcused absences from class, at the at the instructors' option, result in an involuntary withdrawal.

In addition to attending all classes, students must complete all assignments, on time, and participate fully in class discussion. If it's not in class at the time it is scheduled, it's late... The function of this class is to build good work habits and build visual and artistic growth as it applies to Visual Communications.

Access to the building TBD Public safety at 831-2222 for entry. Students are not allowed to work or be in the building alone. This means if you're the only one in the building when everyone leaves you must leave with them, NO EXCEPTIONS...your safety is very important to us. Students should not walk home alone, call 831-2222 for an escort.